

UNITED STATES CIVIL SERVICE COMMISSION  
WASHINGTON 25, D. C.

November 8, 1955  
DXC:IRA:lem

DEPARTMENTAL CIRCULAR NO. 751, Supplement No. 2

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Personnel Officer Roster - review and extension

1. The Personnel Officer Roster, as announced in Supplement No. 1 was established one year ago. Agencies are using it successfully in seeking persons particularly suited to their needs for serving in field and departmental personnel positions.

2. We are now circularizing the Roster (as we plan to do every year) in order that it will be up-to-date with respect to information about individuals who may be considered by agencies.

3. The Roster now includes persons serving at grades GS-13 and above. Because of the number of requests we have received during the past year for well qualified personnel officers at the GS-13 grade, we propose to extend the Roster to include persons serving in grade GS-12. In addition, we have observed that many excellent personnel people now serve in positions properly allocated in the 301 series because their jobs include additional duties of an administrative nature.

4. In order, therefore, to make the Personnel Officer Roster most useful to agencies, we request headquarters of agencies to send us by January 3, 1956:

- (a) names and home addresses of all their employees now serving in GS-12 in the departmental and field service in the following categories:

201	Personnel Administration
202	Personnel Research
212	Placement
213	Qualifications Rating Examiner
215	Personnel Rating Examiner
221	Position Classification
222	Occupational Analysis
223	Salary and Wage Administration
230	Employee Relations
1711	Training, Administration and Instruction

- (b) names and home addresses of all persons in GS-12 and above whose positions have as a major part continuing responsibility in the field of personnel but who are classified in the 301 Series or in any series other than those listed above.
- (c) names and home addresses of their employees who have entered the personnel series (or other series if a major part of the job involves personnel work) at GS-13 and above since April 27, 1954, the date established by Departmental Circular No. 751 for the original submission of names for the roster.



John W. Macy, Jr.  
Executive Director

MAIL ROOM

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OFFICE OF PERSONNEL

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Approved For Release 2002/05/08 : CIA-RDP78-03578A000600070004-6

Approved For Release 2002/05/08 : CIA-RDP78-03578A000600070004-6